

NIPAPANHA

COMMUNITY ABORIGINAL CORPORATION

Nepabunna Community, Via Copley, SA 5732

Ph: (08) 8648 3764 Fax: (08) 8648 3742

Position Description: Chief Executive Officer (CEO)
Reporting To: NIPAPANHA COMMUNITY ABORIGINAL CORPORATION
(Board of Directors)

Our Organisation

Nipapanha Community Aboriginal Corporation (NCAC) is responsible for the management of all governance, programs and services at the community of Nepabunna in South Australia. Nepabunna is nestled in the picturesque northern Flinders Ranges region, 65km east of Leigh Creek on Adnyamathanha traditional lands. NCAC also manages the 58,000ha Nantawarrina, Australia's first officially declared Indigenous Protected Area (IPA).

Position Objectives

The CEO's role is to provide overall leadership and management for the organisation to ensure the aspirations of NCAC are achieved. The CEO has overall responsibility for all governance, reporting, staff and project management and local services delivery in line with relevant legislation and funding agreements. This role operates within a cross-cultural setting. It requires a leader that is flexible & adaptable who is able to work with multiple stakeholders at any given time.

The CEO must demonstrate and encompass exemplary ethical standards and personal integrity. The role requires personal qualities of determination, initiative, patience, tolerance and flexibility plus an ability to adapt to the cultural setting.

Responsibilities

Governance Functions

- Ensure NCAC is compliant with relevant legislation and the organisation's Constitution;
- Provide accurate and reliable advice to community members on matters of governance, ensure meetings are conducted consistent with the organisation's Constitution;
- Maintain records and organisation processes in accordance with good governance principles;
- Facilitate training for NCAC and community members and continuously build organisation capacity and governance; and
- Communicate and promote good governance practice within the organisation, the community, and to relevant stakeholders.

Organisation Management, Projects and Reporting Functions

- Maintain an effective and efficient administration system to ensure productive data capture, reporting and project management;
- Provide regular activity, performance and budget reports to the Board of Directors, funding bodies and other stakeholders as requested;

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- Ensure all appropriate NCAC records and reports, are maintained and presented accurately, on-time, and in accordance with all legal requirements, NCAC policies and funding agreements;
- With the Board of Directors, lead the formulation and implementation of corporate directions, plans, budgets, policies and initiatives;
- Ensure effective implementation of all program and project activities; and
- Prepare, manage and ensure implementation of maintenance plans and priorities

Infrastructure, Services and Natural Resource Management (NRM) Functions

- Ensure an effective and efficient provision and maintenance of all infrastructure and services including essential services, housing, local roads and tracks, landscaping and dust control, garbage and waste collections, dog health services, NRM, vehicles, public buildings, plant and equipment;
- Support the effective and efficient development and management of NRM projects, tourism and income generation ventures;
- Facilitate submissions to government for the development of services, amenities and infrastructure; and
- Ensure all assets are effectively deployed, maintained and accounted for.

People Development and Management Functions

- Be an active, positive member of the community;
- Ensure a professional and safe work environment at all times;
- Ensure all staff and teams are managed and supported using best practice human resource principles;
- Identify training needs, initiate, support and manage training services for all staff; and
- Mentor local employees.

Partnerships, Networks and Relationships Functions

- Maintain and develop positive relationships with key stakeholders, partners, government and non-government organisations, and their representatives;
- Ensure and enhance good relationships and understandings between the NCAC and the wider community;
- Build new partnerships that contribute to the fulfillment of the organisation's goals;

Selection Criteria

Essential

1. Relevant tertiary qualifications and /or demonstrated management experience;
2. Effective interpersonal and communication skills including well developed written and oral communication skills;
3. Experience in working in an adaptive environment dealing with multiple stakeholders.
4. Effective staff and team management skills including providing leadership, ability to motivate and manage staff within a cross-cultural setting to achieve organisation objectives and team building skills;
5. Understanding and appreciation of indigenous culture and communities;
6. Ability to manage organisational governance, reporting requirements, budgets, maintain key stakeholder relationships and manage projects;
7. High level of proficiency using MS Office; and

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8. A current driver's licence.

Desirable (but not essential)

1. Workplace training and assessment skills;
2. Experience working in remote Indigenous communities;
3. Proven experience in managing the affairs of a local government authority and/or similar community organisation;
4. Justice of the Peace (JP) or willing to obtain

General Benefits Package Information

- Salary of \$92,500pa plus statutory super (9.5%);
- 6 weeks annual leave
- Salary sacrificing and zone tax offset;
- Rent free furnished housing (3bed 2 bath; air conditioned);
- Reasonable relocation assistance;
- Home phone, internet and digital TV services package;

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.